

REQUEST FOR RELEASE FOR UAW GRIEVANCE INVESTIGATION

This form requesting release to investigate a grievance(s) as authorized by Article 8, Section F. of the UAW & State of Michigan contract, must be completed by the Chief Steward and approved by the appropriate supervisor before release is authorized.

SECTION A

DEPARTMENT

AGENCY

WORK SITE

DATE

CHIEF STEWARD

SOCIAL SECURITY NO.

SECTION B

RELEASE TIME BEGINNING AT

TRAVEL TIME (if any)

DATE

RETURN TIME

DATE

This time is necessary to investigate the grievance(s) as identified below (identify the need for investigation or grievance number, grievant, supervisor, or issue involved).

CHIEF STEWARD'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

SECTION C

ACTUAL TIME RETURNED

SUPERVISOR'S INITIALS

TO BE COMPLETED BY SUPERVISOR UPON RETURN

TOTAL ADMINISTRATIVE LEAVE TIME

TOTAL TRAVEL TIME

PAY PERIOD ENDING DATE

INSTRUCTIONS FOR COMPLETING FORM

WHO

DOES WHAT

Chief Steward

1. Complete Sections A and B of form.
2. Presents it to appropriate Supervisor for approval.

Supervisor

1. Reviews request. If release is approved, signs the form.
2. Provides Chief Steward with the GOLD copy.
3. Retains remainder of the packet.

Chief Steward

1. Upon completing investigation, returns to Supervisor and indicates time returned on the packet retained by the Supervisor.

Supervisor

1. Verifies time of return by initialing Section C and provides PINK copy to Chief Steward.
2. Completes Supervisor's Section of form.
3. Retains YELLOW copy.
4. Forwards WHITE copy to Personnel or Labor Relations as per Department instructions.

Additional Supervisory Instructions:

1. Administrative leave time used for investigation is to be recorded in the M counter.
2. Travel time necessary to conduct the investigation is not to be covered by administrative leave. Necessary travel time should be covered by annual leave or take place during non-working hours.